ACADEMIC SENATE MINUTES
Forty-Fifth Academic Senate, Third Regular Meeting
September 25, 2009, 1:00 p.m., PCC, Student Center
Sigrid Sexton, Academic Senate President

I. Call to Order
President Sigrid Sexton called the meeting to order at 1:00 p.m.

II. Roll Call
Members Present: Diane Amelotte, Mohammed Araepour, Phyllis Arias, Rudy Besikof, Christopher Chinn, Cathy Crane, Lee Douglas, John Downey, Baruch Elimelech, Shauna Hagemann, Nigel Hancock, Michael Hubbard, Ella Hunter, Chris Jacobs, Peter Knapp, Matt Lawrence, David Morse, Kris Mudunuri, Adrian Novotny, Yolanda Padilla, Kevin Ryan, Winford Sartin, Sigrid Sexton, Lynn Shaw, Janice Tomson, Dana Van Sinden, Christiane Woerner, Joan Zuckerman, Lark Zunich

Guests: Charlotte Joseph, DeWayne Sheaffer

Members Absent: Bonnie Brinkman, Kenna Hillman, Rigo Ibarra, Tom Killian, Pamela Knights, Natalia Schroeder

III. Approval of Minutes
The minutes from September 11, 2009 were approved.

IV. Approval of Agenda
The agenda was approved with the addition of G. Hiring Priorities under IX. New Business.

V. Public Comments
No public comments.

VI. Faculty Comments
No faculty comments.

VII. Reports and Announcements
A. President’s Report – Sigrid Sexton
1. Substitute Policy
To ensure an accurate accounting of both faculty leave and reporting of substitutes, Human Resources implemented a new procedure. CCA and Senate Executive Committee members are reviewing the procedure in correlation with the contract.

2. Taskforce—SLO in Faculty Evaluation
At the President’s Leadership Council a taskforce was formed to begin discussion on student learning outcomes in faculty evaluations to comply with Accreditation recommendations. Sigrid Sexton, CCA
President DeWayne Sheaffer, CHI President Elizabeth Nash, and Associate Dean of Institutional Effectiveness Eva Bagg will sit on the taskforce.

3. Course Schedule Reduction Taskforce
   Data from the Course Schedule Reduction Taskforce will be distributed to department heads. Sigrid Sexton will continue to meet with the taskforce and report back to the Senate.

B. Assistant President's Report – John Downey
   Elections have been completed for one representative on the Curriculum Committee and one department head.

C. Secretary/Treasurer's Report – Shauna Hagemann
   Shauna Hagemann thanked Phyllis Arias, Baruch Elimelech, and Joan Zuckerman for providing refreshments at the meeting.

   The Senate has a balance of $836.88 in its treasury.

D. Curriculum Committee Report – Cathy Crane
   1. Routine Course Review
      Currently there are approximately 176 course outlines to be submitted to a Routine Course Review Peer Reviewer by the November 30, 2009 due date.

   2. SLO on Syllabi
      The Curriculum Committee passed a motion that student learning outcomes on course outlines of record be placed on all faculty syllabi to inform students of expected learning.

   3. Accreditation
      The Accreditation Team will conduct a site visit on November 11.

E. Faculty Professional Development Report – Lynn Shaw
   1. On Course Workshop
      The On Course Workshop was held September 10-12 with 27 full-time faculty and 13 part-time faculty in attendance. Strategies to improve student academic success and retention were presented. Faculty evaluations of the workshop were very positive.

   2. Conference Funding
      Funds of $9,500 are available this year for conferences. Full-time faculty are allowed up to $400 and part-time faculty up to $150. Guidelines to apply for conference funding are available online.

   3. Teaching and Learning Center
      The Teaching and Learning Center is located in the Library, Room L165. Workshops will be available online in the future.

   4. Flex Day
      Four workshops will be held on Flex Day, Wednesday, October 28 in the Library. The application to register for workshops is available online. No refreshments will be served on Flex Day.
F. **Equivalency Committee Report – Kristin Hartford**
   No report.

G. **Associate Faculty Report – Ella Hunter**
   No report.

H. **Grants Advisory Committee Report**
   No report.

I. **Shared Governance Planning Committees**
   1. **College Planning Committee**
      Sigrid Sexton reported that the College Planning Committee discussed the Accreditation Report, focusing on student learning outcomes. The committee will meet on October 15.

   2. **Budget Advisory Committee**
      Winford Sartin reported that the following was discussed at the Budget Advisory Committee meeting: August state revenues are down $213 million; the state will defer an additional $100 million of District funding, the funds will be received in May instead of March; the state anticipates receiving $37 million of Federal Stimulus backfill; greater shortfalls are expected to the year 2013. It was recommended that all areas make further adjustments to expenditures in the upcoming years.

   3. **Facilities Advisory Committee**
      Lee Douglas reported that the Facilities Advisory Committee met yesterday. The facilities and improvement plan, a sustainability report, and an update from the Rabbit Population Management Task Force were presented. The next meeting will be held on October 13.

   4. **Student Success Committee**
      Shauna Hagemann attended a leadership event, including a session on interpreting state statistics, which she reported to the Student Success Committee.

   5. **Staff Equity Committee**
      The Staff Equity Committee met September 17 and discussed the diversity celebration to be held on October 19. The celebration will be a media event. Bill Brazda is working on a pilot internship.

J. **Committee on Committee Memberships – Joan Zuckerman**
   No report.

K. **Registration Task Force – Nigel Hancock**
   The Registration Task Force has made the transition to the Student Record Processes Committee. A representative from the English Department is needed to meet the required committee composition.

   If a student drops or is dropped after the start of the semester, the system shows the class as open when it is actually closed. Students may then request permission numbers; therefore, bypassing the wait list. The PeopleSoft team will attempt to correct the malfunction; however, it may not be possible to change something already established in the system.
L. Career and Technical Education Committee
Sigrid Sexton reported that the Career and Technical Education Committee will meet next week. The chair will meet with Marty Alvarado, Interim Director of Grants, to discuss VATEA grant funding for the upcoming year.

VIII. Old Business
A. Second Reading: Administrative Regulations 4005 Curriculum and Instruction—ASLO Subcommittee Membership Change
Sigrid Sexton reported that Administrative Regulations 4005 Curriculum and Instruction was reviewed by the President’s Leadership Council.

A motion to accept Administrative Regulations 4005 Curriculum and Instruction with ASLO Subcommittee membership changes for second reading was m/s/u (Cathy Crane / John Downey) passed.

B. Academic Senate Goals
A motion to accept LBCC Academic Senate Goals and Agenda 2009-2010 was m/s/u (Cathy Crane / Mohammed Araeipour) passed.

GOAL: FOSTER IMPROVED SENATE VISIBILITY AND COMMUNICATION AND PARTICIPATION AMONG FACULTY AND WITH ALL COLLEGE CONSTITUENTS.

Increase faculty dialogue regarding academic and professional matters by utilizing In The Loop, faculty forums and other means to promote reciprocal faculty dialogue.

Assure and monitor the effective and meaningful participation of faculty in college governance including budget development and program planning/ program review.

AGENDA: SUPPORT THE FACULTY ROLE IN FURTHERING THE COLLEGE’S GOALS AS OUTLINED IN THE PRESIDENT’S 24-MONTH AGENDA

1. STUDENT SUCCESS (Learning and Equity)
Support the Student Success Initiative and assure effective involvement of departments and meaningful participation of faculty. Assess the effectiveness of Student Success Initiative efforts in collaboration with the Student Success Committee.

2. FISCAL INFRASTRUCTURE AND FACILITIES (Infrastructure and Learning)
Assure and monitor the effective and meaningful participation of faculty on the Course Schedule Budget Reductions Taskforce and other venues to provide optimal utilization of limited college dollars to serve our students.

Maintain focus on transfer readiness, degree and career certificate attainment and the streamlining and improved effectiveness of basic skills delivery while maintaining the integrity of those programs not falling within these categories.

Support and facilitate effective shared governance in all budget and facilities decisions related to instructional and student services departments.

3. INSTITUTIONAL EFFECTIVENESS (Teamwork and Organization)
Support the implementation of Student Learning Outcomes assessment at the course, program, and institutional level.

Support the implementation of Program Plan/ Program Review processes.

4. ECONOMIC, WORKFORCE DEVELOPMENT AND COMMUNITY OUTREACH (Information and Learning)
Evaluate redundancies and consistency between Economic and Resource Development and other college entities.

Improve faculty involvement and consultation in Economic and Resource Development efforts.
IX. New Business

A. CCA Regarding Negotiations
The District would like a prompt answer from CCA in response to the negotiation offer. Charlotte Joseph and DeWayne Sheaffer, CCA President, visited the Senate to discuss the offer and to solicit input from faculty. Issues on the table included Flex Days, the 16 week calendar, and intersession within the 16 week calendar. It was noted that these issues were discussed at length in both the Senate and the Curriculum Committee and it was agreed upon to embed two Flex Days within the spring and fall semesters, and include a five-week winter intersession within the 16 Week Calendar.

CCA is also soliciting faculty input by email. Currently a majority of faculty is in favor of rejecting negotiations if issues regarding the 16 week calendar are not resolved.

B. Cuts to Categorical Programs
Significant cuts to fund categorical programs were made by the state. The Senate discussed how the cuts affect academic and professional matters. Senators requested that Sigrid Sexton ask for a report from each area affected by the cuts, discuss the issue with the College Planning Committee and the Budget Advisory Committee, and report back to the Senate.

C. NISOD Election
The election resulted in a tie between Pat McKean and Delia DuRoss. A runoff election will be held at the next meeting.

D. Committee Membership Nominations
A motion was m/s/u (Joan Zuckerman / Rudy Besikof) passed to accept the recommendation from the Committee on Committee Memberships for faculty to sit on the following groups:

- Resources and Opportunities Subcommittee
  Tahir Aziz

- Grants Advisory Committee
  Sarah Vure

- Faculty Advertisement and Communication of Excellence Subcommittee
  Mohammad Araeipour
  Rachel Hollenberg

- Staff Equity Committee
  Eva Talastas

E. Future Agenda Items
- Faculty Titles
- NISOD Nominee Election
- Resolution on Faculty Hiring
- Taskforce - Administrative Regulations 4005 Curriculum and Instruction
- Title V Grant Update

F. Announcements
1. Concert
   Peter Knapp announced a piano concert this evening at LAC.
2. **Reggae Festival**
Adrian Novotny announced the upcoming Reggae Festival at PCC.

**G. Hiring Priorities**
Senators expressed concern regarding the faculty hiring freeze. A motion was m/s/u (Janice Tomson / Lynn Shaw) passed that the Academic Senate request the Academic Senate Executive Committee to bring to the next Senate meeting a resolution which clearly outlines the data and reasons to hire new full-time faculty for the 2010-2011 academic year.

**X. Next Meeting**
The next meeting will be held October 9, 2009, 1:00 p.m., at LAC in the Board Room.

**XI. Adjournment**
The meeting was adjourned at 3:10 p.m.